

APPLICATION FOR CONDONATION OF SHORTAGE OF ATTENDANCE

- Name of Polytechnic College :
- Name of Applicant :
- Class/Branch in Which studying :

- Class/Register No. :
- Attendance Details as on :

 - Percentage of attendance
 - No.of working days
 - No.of days present
 - No.of times the condonation availed

- Reasons for shortage
- Whether supporting documents
Furnished
- If on Medical Ground indicate
whether Medical Certificate enclosed
- Whether prescribed fee has been
remitted, if so furnish remittance
details
 - Receipt No. :
 - Date of Remittance :
 - Amount remitted :

Date

Signature of Applicant

- Remarks of Group Tutor :

- Remarks of Head of section
regarding the enjoyment of the benefit
of condonation previously; if so Number
of times; percentage of attendance

secured in each semester

Declaration of parent/Guardian

I, Shri/Smt.....hereby declare that my son/daughter/ward was absent on.....days due to unavoidable circumstances for treatment and hence requested for condonation

Place :
Date :

Signature
Name & Address

Certificate of the Principal

This is to certify that Shri/Kum.....is absent on days His/Her absence was promptly intimated to his parent in time. The request is genuine/not genuine and hence recommended for consideration.

Place
Date:

Principal